

MEMORANDUM

STATE OF ALASKA
Department of Transportation & Public Facilities
Alaska Marine Highway System

To: AMHS Crewmembers

From: Amy Wilson, Training Coordinator
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Date: August 21, 2012

Re: Recordkeeping, AMHS Course Requirements, and Web Sites

For Instructional Purposes Only

This memo contains information on courses required by the Alaska Marine Highway System (AMHS). And instructions on how to access AMHS maritime related training websites: 1) the “*go-to*” AMHS Training Department website, “The AMHS Learning Portal”, 2) the “AMHS Security” site, 3) the “Seagull Training System” site (*access HAZMAT & other Maritime courses*), and 4) the State of Alaska (SOA) webmail, paystub, and “Train Alaska” sites.

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II. Introduction/ AMHS Training Courses

The Alaska Marine Highway System (AMHS) has in-house courses and also contracts with maritime training providers to ensure that U.S. Coast Guard (USCG) approved classes are accessible to Crewmembers. Many of these courses will be outlined in the following pages. Information about the classes and the “Minimum Requirements” (MQ’s) for each shipboard position is also posted on the “*go-to*” AMHS training website, “The AMHS Learning Portal” (see page 8).

Crewmembers must complete courses and obtain USCG documentation in order to be eligible for dispatch to job assignments. Each AMHS Shipboard Position has a set of “Minimum Requirements” (MQ’s). The MQ’s outline the requirements that each Mariner assigned to a job has (ideally) completed. In order to obtain a permanent or “bid” position the Mariner must have

completed all requirements outlined in the MQ. The Shipboard Position MQ's are a good resource to find out which courses you may need to take. The classes you take may result in USCG Endorsements (International/STCW & Domestic/Title 46 Shipping), Certificates of Registry, and Licenses. Although, these courses may be job/career related they are often at the Mariner's own expense.

Important! Information about classes may be accessed on the “*go-to*” AMHS Training website “The AMHS Learning Portal”. And class flyers and other information are sent directly to each Crewmember's personal SOA Webmail account (see page 30).

III. Reporting for Duty – Summary of documents required at check in

The following original certificates, as applicable to your shipboard position (see vessel MQ's), must be kept in a three ring binder and presented to the Purser when reporting for duty:

- 1) TWIC^
- 2) MMC^/MMD^
- 3) Basic Safety Training Certificate **OR**
- 4) MMC/USCG STCW Endorsement Certificate – *Preferred*
(*This certificate is not issued unless the USCG determines BST to be current.*)
- 5) MMC/COR/ USCG License w/Endorsements
- 6) Current Radar Unlimited or Refresher Certificate of Completion
- 7) New Crewmember Vessel Familiarization Form (*vessel dispatch assignment*)
- 8) RORO Vessel Specific Familiarization Training
- 9) RORO Crowd Management
- 10) RORO Crisis Management
- 11) FW Card ~ Food Worker Card
- 12) Alcohol Server Card / (*TAP, TAMS, TIP*)
- 13) CFPM ~ Certified Food Protection Manager Certification
- 14) EEO Preventing Sexual Harassment
- 15) MES ~ Marine Evacuation System Certificate (most recent Chute or Slide)
- 16) HCT Basic Curriculum Certificate of Completion
- 17) Highest Level Security Course Certificate of Completion
- 18) Highest Level HAZMAT Certificate of Completion

^ Your Merchant Mariner Document (MMD) or Merchant Mariner Credential (MMC) and TWIC do not need to be kept in the binder but must be presented with the binder to the Purser.

~ Some courses may be denoted on your STCW Endorsement Certificate (FRB, GMDSS, VSO, etc). It is not necessary to present the certificate of completion for these.

Exception: If Radar Unlimited is denoted on your USCG License, your current Radar course or renewal certificates must be in your binder.

Crewmembers must first check in at the Pursers Counter and may have to stand in line with passengers. Once the Purser reviews your documents, it will be their responsibility to check the boxes on the sign in sheet and verify they have examined your documents by initialing next to your name. You will only need to add your signature to the sign in sheet and the Purser will take care of the rest.

IV. Record Keeping Dispatch/Training File

The Alaska Marine Highway System (AMHS) has specific requirements, mandated by law, for record-keeping both onboard each AMHS vessel and at the Ketchikan Central Office (KCO). It is imperative that your USCG issued documents are up-to-date at KCO. Copies of documents on file at KCO are saved in your Dispatch/Training files (both electronic and hard copy). These documents are central to the dispatching process and are also used to evaluate bid applications.

Crewmembers are required to send in copies of documents as obtained/updated. If your documents at KCO are not up-to-date, another qualified Crewmember may be dispatched in your place. You may NOT be notified when documents on file expire. Please be proactive and ensure that legible copies are sent to KCO. Submit copies of your current USCG documents and all relevant documents and certificates of completion to KCO, Attention: Training Department by:

- 1) Scan and e-mail to dot.amhs.crew.docs@alaska.gov (preferred) or,
- 2) Mail to KCO at 7559 North Tongass Highway, Ketchikan, AK 99901
- 3) Fax to Dispatch (907) 225-9398 or
- 4) Vessel interdepartmental mail

V. Summary of Most Frequent Courses ~ Refer to Vessel Position MQ's

- 1) **Equal Employment Opportunity (EEO) Certification** ~ All Crewmembers are required to complete this course by attending:

1. **"A Respectful Workplace (ARWP)** Division of Personnel (DOP) 4-hr course:
 - a. Offered every Spring with "New Hire Orientation"
 - b. Additional class dates are posted on SOA **"Train Alaska"** site
 - c. This is the preferred EEO course for all Crewmembers to complete
 - d. **The link to the "Train Alaska" site is posted on the AMHS Learning Portal*

OR

2. The AMHS Shipboard EEO/Preventing Sexual Harassment course:
 - a. Consists of booklet/video/quiz sheets
 - b. Located on AMHS vessels - check with the Purser for the course
 - c. Available at Ketchikan Ward Cove Office Training Dept.
 - d. Crewmembers may take both courses, but it is not necessary to complete the AMHS Shipboard EEO course if the ARWP course is completed

2) Hazardous Communication Training (HCT)

1. “Basic HCT Curriculum”

- a. All Crewmembers are required to complete the “Basic HCT Curriculum”
- b. HCT topics consist of booklet/video/quiz sheets
- c. Available on AMHS vessels - check with the Purser for the course
- d. Available at the Ketchikan Ward Cove Office Training Dept.

2. Additional HCT Courses may be required for Shipboard Positions

- a. See page 14 for a description of the additional HCT courses
- b. Refer to the shipboard Minimum Qualification for each vessel position to determine which additional HCT Courses to complete

3) HAZMAT Basic & Advanced web courses

1. HAZMAT Basic (web course) is required for all Deck Officers, Unlicensed Deck, and Engineering Officers
2. HAZMAT Advanced (web course) is required for all Chief Mates/Loading Officers and Masters
 - a. Web courses are located on the Seagull Web Portal (see page 21)
<http://www.seagull.no/seagullweb/index.aspx>
3. Courses (maritime & other) are posted on the Seagull Site
 - a. Courses are accessible to all crewmembers
 - b. Maritime courses are considered “Introductory or Refresher” and do not result in certification

4) High Speed Craft Training FVF Chenega & FVF Fairweather

1. All Crewmembers dispatched to the High Speed Crafts (HSC) in revenue status must be either Craft Rated or Type Rated
 - a. **“Craft Rated:**
 - i. Unlicensed (IBU) Crewmembers attend a one week class
 - b. **“Type Rated”**
 - i. Licensed Crewmembers (Deck & Engineering Officers) attend an initial class and complete route training
 - ii. Subsequent **“Revalidation”** requirements every two years

5) Marine Evacuation System (MES) Certification

1. Achieved by attending a drill and deployment of the MES System (chute or slide), or by completing the ship's "Onboard MES (written) Program"
2. All Crewmembers need to maintain their Marine Evacuation "Certification"
 - a. Certification is valid for three years
 - b. MES Drill and Deployments are offered primarily during the vessels' overhaul schedules
 - c. Crewmembers may complete the on-board training program as an alternate means of maintaining currency in their MES certification
 - d. *Refer to the MES Frequently Asked Questions (FAQ's) posted on the AMHS Learning Portal for more information*

6) AMHS Purser Training Certificate (courses)

1. All AMHS Pursers must complete the AMHS Jr. Purser Class
 - a. Typically scheduled in the Fall (October)
 - b. Application required, check at Pursers Counter for more information
 - c. *See upcoming class announcements posted on the AMHS Learning Portal*
2. All Pursers complete reoccurring medical courses including the Emergency Trauma Technician (E.T.T.) and STCW Medical Person in Charge courses
 - a. Typically scheduled in the Winter (January)
 - b. Attendance mandated/by permission only, from the Passenger Services Inspector/Shoreside Supervisor of the Pursers Department

7) STCW Basic Safety Training (BST) and Refresher BST

1. All Crewmembers are required to have completed a BST class
 - a. BST is valid for five (5) years
 - i. *BST may be extended beyond five years if the Mariner can prove one year seagoing service, within the past (5) years*
 - ii. *The STCW Endorsement Certificate also proves regular seervice ~ see item #8*
2. Crewmembers that have not obtained one year "seagoing" seervice within the past five years must complete a BST Refresher course
 - a. Typically, this only applies to Crew on the FVF Chenega and Fairweather and the Lituya.
 - i. **Seervice on these vessels is not considered "seagoing"*

8) Standards of Training Certification, and Watchkeeping (STCW) for Seafarers Certificate Endorsed for Proficiency in Survival Craft/Lifeboatman

1. All Crewmembers are required to obtain (have) a STCW Certificate
 - a. Mariner must have completed a recent BST class to be eligible to apply for a STCW Endorsement Certificate *or prove that they have completed a BST class and maintained one year seervice within the past five (5) years*
 - b. “Certificate” is now contained in the passport style Merchant Mariner Credential (MMC)
 - c. USCG may send Endorsements in the form of “Stickers” to add to your MMC blank pages
 - d. **Endorsements** are added to the STCW “Certificate” Page in the MMC
 - i. There are many STCW (International) Endorsements: Proficiency in Survival Craft, Ratings Forming Part of an Engineering or Navigational Watch, Proficient in taking charge of Medical Care, Vessel Security Officer
 - ii. Some Endorsements have a corresponding Domestic (Title 46 Shipping) Endorsement; i.e. “Lifeboatman” to the STCW “Proficiency in Survival Craft (Lifeboatman)
 - iii. Some Endorsements may also include a “Limitation” or additional information such as “valid for service in fast rescue boats”
 - iv. Some Endorsements will only be indicated by a Roman numeral. Others may have the Roman numeral and corresponding course written on the page under “Capacity”
2. All Crewmembers are required to obtain the Endorsement “Proficiency in Survival Craft (PSC) Lifeboatman”
 - a. Typically, this entails attending a PSC/Lifeboatman class (USCG approved), **and**
 - b. Completing 180 days seagoing service to be eligible to apply for this Endorsement
 - c. * *Refer to the PSC Frequently Asked Questions (FAQ’s) posted on the AMHS Learning Portal for more information*

9) STCW PAX Roll On/Roll Off (RORO) 4 Hr Crowd Management Course

1. All Crewmembers are required to complete this course
 - a. Classes are offered every Spring with the New Hire Steward Orientations
 - i. New Hire Orientations are in Juneau, Ketchikan, and Seward
 - b. Additional classes are scheduled, typically, in the late Spring/Summer
 - c. *See upcoming class announcements posted on the AMHS Learning Portal*

“Get Alaska Moving through service and infrastructure.”

10) STCW PAX Roll On/Roll Off (RORO) 14-Hr Crisis Management Course

1. All Deck & Engineering Officers and Purser are required to complete this course
 - a. Recommended for all Able Seaman, Jr. Engineers and Supervisory positions
 - b. It's two(2) courses: Crisis Management **and** Passengers, Safety, Cargo, Hull Integrity
 - c. At least one 14-Hr Crisis class is scheduled to coincide with AMHS Purser Training
 - d. *See upcoming class announcements posted on the AMHS Learning Portal*

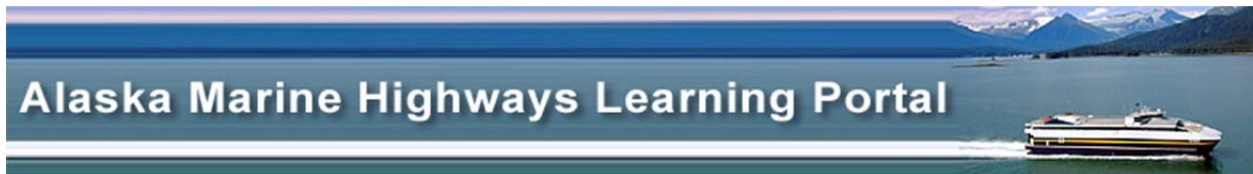
11) STCW PAX Roll On/Roll Off (RORO) Vessel Familiarization course

1. All Crewmembers are required to complete this course
 - a. Access course on the AMHS Learning (see page 14)
 - b. Go to <http://amhslearningportal.alaska.gov/>
2. Course consists of two modules:
 - a. Vessel- Specific Safety Training
 - b. RORO Vessel Specific

12) AMHS Security Courses

1. All Crewmembers are required to complete some level of security training
 - a. Access Security 001, 101, and VSO 201 courses on the "Security Web Site" (see page 15)
 - b. <http://www.amhssecurity.com/profile.asp>
2. Security 001 - Introduction to Security for Personnel w/out security duties
 - a. Course is also presented every Spring with the New Hire Steward Orientations (it is not necessary to complete the web Security 001 course if you attended the Security 001 PowerPoint Presentation)
3. Security 101
 - a. Access on the AMHS Security website or the Chief Mate (Vessel Security Officer) may be able to provide a hard copy essay style exam
4. Security VSO 201
 - a. The web course is an "introductory/refreshers course" of the two day USCG approved STCW course "Vessel Security Officer"
5. STCW Vessel Security Officer (VSO)
 - a. This course is required for Deck Officers
 - b. See upcoming class announcements posted on the AMHS Learning Portal or contact the AMHS Training Specialist directly for more information

VI. Accessing Web Sites



The Alaska Marine Highway Learning Portal contains:

1. STCW PAX RORO Vessel Familiarization Course. Note: The RORO Vessel Familiarization Course should be completed prior to reporting for duty and must be completed within one month of hire. Wages are not authorized for this course.
2. Links to the State of Alaska (SOA) Division of Personnel (DOP) site "Train Alaska", outside training providers such as UAS & AVTEC, and U.S. Coast Guard
3. AMHS DOT/DOP contact numbers including Payroll, KCO staff phone/fax numbers, and how to contact the Seetime Clerk
4. Minimum Qualifications (MQ's) for each shipboard position.
NOTE: all MQ's must be met prior to "bidding" on a permanent shipboard position
5. Frequently Asked Questions for common subjects, such as "How to bid for a job", "Marine Evacuation System drills and deployments", and "How to request authorization to travel to a training event & receive reimbursement", etc.

It is highly recommended that you access this site frequently to view up-to-date training announcements, certification announcements/lists, and frequently requested information.

Step 1: Accessing the AMHS Learning Portal ~ New Users and Returning Users.....

1. Access the AMHS Learning portal at <http://amhslearningportal.alaska.gov/>
- ✚ If you forgot your Login name and Password, select **"Retrieve your Login/Password"** (see image below). The Login name and Password will be sent to the e-mail address you used to set up your account.

Step 2: Creating an account

1. Select “New User Application” link in the upper left hand box

The screenshot shows the homepage of the Alaska Marine Highways Learning Portal. A blue callout box at the top points to the URL <http://amhslearningportal.alaska.gov/>. Another blue callout box on the left points to the "New user application" link in the login section. The page features the Alaska Marine Highway logo, a "Please login!" section with input fields for login name and password, and a "New User Application" link. A note at the bottom states: "If you are not registered with the AMHS Learning Portal, please fill out this [form](#) to apply for a new account."

2. The New User Application Screen appears

The screenshot shows the "New User Application" screen. It includes the Alaska Marine Highway logo and a "New User Application" heading. The form contains input fields for First Name, Middle Initial, Last Name, Email Address, Login name, Password, and Confirm. An "Apply" button is at the bottom right. A large blue arrow points from the "New user application" link on the previous screen to this form.

- Create an account by filling in the blanks
- Note: The Login Name & Password are self-assigned
 - **Login Name:** Use your first & middle initials followed by your last name
 - (use lower case letters: **For Example** – jlsmith)
 - **Password:** Type in a password of your choice - it can even be your log in name – keeps it simple! Note: the password does not expire

3. Select Apply

- Message will appear – “Your Application has been submitted”

The screenshot shows the 'New User Application' form. On the left, there is a box with links: 'Login', 'Retrieve your Login/Password', and 'New user application'. Below this is the 'Alaska Marine Highway' logo and a note: 'PLUGIN REQUIRED Macromedia Flash'. The form fields are: First Name (Jane), Middle Initial (L), Last Name (Smith), Email Address (jl_smith@hotmail.com), Login name (jlsmith), Password (masked with dots), and Confirm (masked with dots). There is an 'Apply' button and a blue arrow pointing to it with the text 'Final Step'.

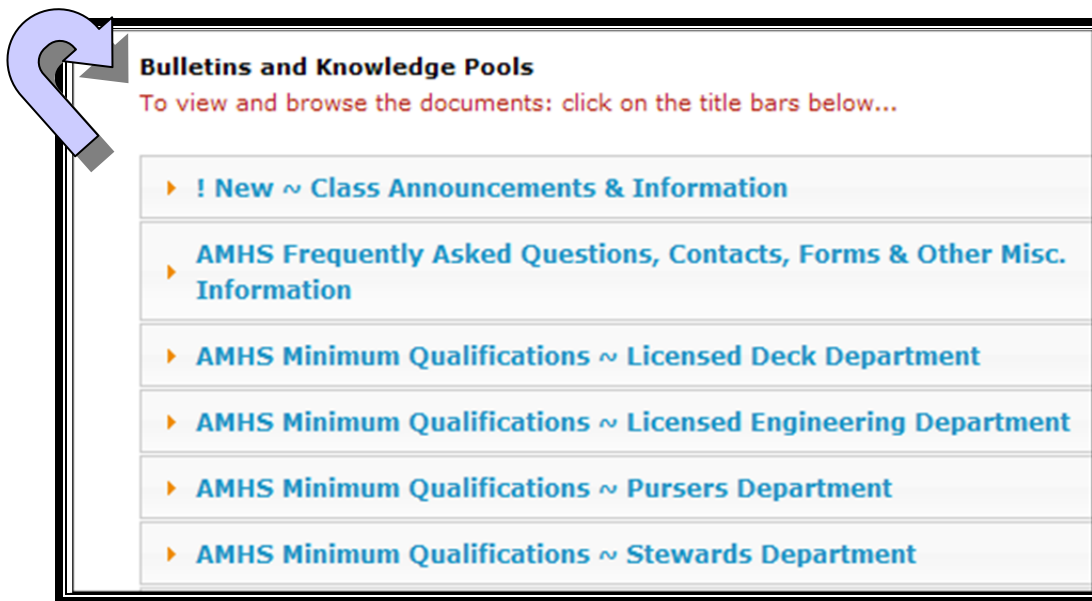
4. Return to the AMHS Learning Portal Home Page
5. Enter your login name and password
6. Select Login

The screenshot shows the 'Please login!' page. On the left, there is a box with links: 'Login', 'Retrieve your Login/Password', and 'New user application'. Below this is the 'Alaska Marine Highway' logo and a note: 'PLUGIN REQUIRED Macromedia Flash'. The form fields are: Login name (jlsmith) and Password (masked with dots). There is a 'Login' button. A blue arrow points from the 'Login' button to the text 'Come on automatically each visit'.

Note: You may need to install Macromedia Flash to run this program - see the link on the left side of the Login page. Additionally, turn off your pop-up blocker by selecting Tools on your address bar.

Step 3: Accessing information on the AMHS Learning Portal....

1. Information is listed under each topic (see image on next page)
 - New information such as bulletins and class announcements are listed first under the heading “!New ~ Class Announcements & Information”



- Specific information is listed under the corresponding topic(s)
 - Select a heading (see image below) to see the list of bulletins, crew lists indicating documents on File and Not on File at KCO, and links to sites
 - Note: Where a link is posted to an outside course/provider (Food Worker, Signs & Symptoms, Refrigeration, etc) AMHS does not have access to the results. You must submit copies of certificate(s) obtained to update your file at the Ketchikan Central Office (KCO).

Main Topic/Heading

Crew Lists

Link to a course

Food Worker Card, Certified Food Protection Manager & Alcohol Server (TAMS, Servesafe, etc.)

[AK Food Worker Card Not On File at KCO updated 9/21/2011](#)

[AK Food Worker Card On File at KCO With Expiration Dates Noted ~ updated 9/21/2011](#)

[Alcohol Server ~ link to State of Alaska Alcoholic Beverage Control \(ABC\) Training Contacts and FAQs](#)

[Alcohol Server ~ TAMs Card Link - CHARR \(Includes CFPM\)](#)

[Certified Food Protection Manager - Link to Training Schedule & Self Study Resources](#)

[Fact \(Information\) Sheet - Food Worker & Certified Food Protection Manager](#)

[Food Worker Card ~ e-mail with Information distributed 1/20/2010](#)

[Food Worker Test Site Direct Link ~ DEC site](#)

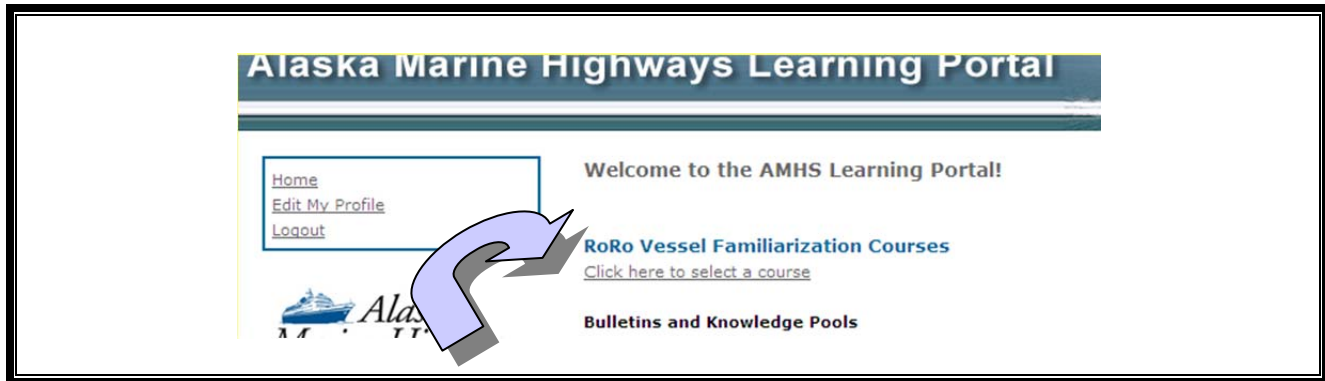
[MMC ~ USCG Form 719K](#)

[USCG MMC & Rating of Steward's Department \(F.H.\) & New Application Process](#)

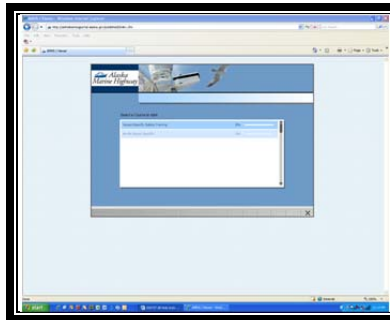
[USCG Title 46 12.25-20 Food Handler Regulation](#)

Step 4 Accessing the RORO Vessel Familiarization Course

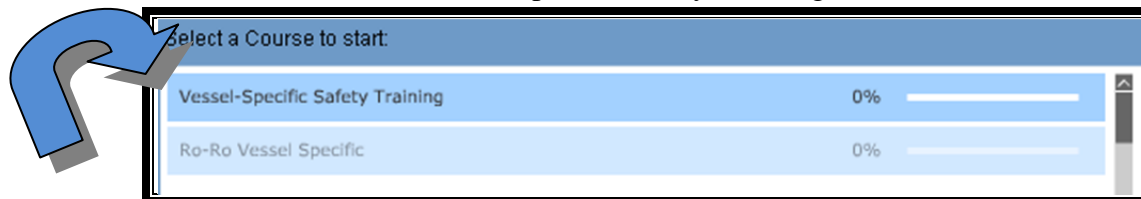
1. Select “Click here to select a course” (see image below)



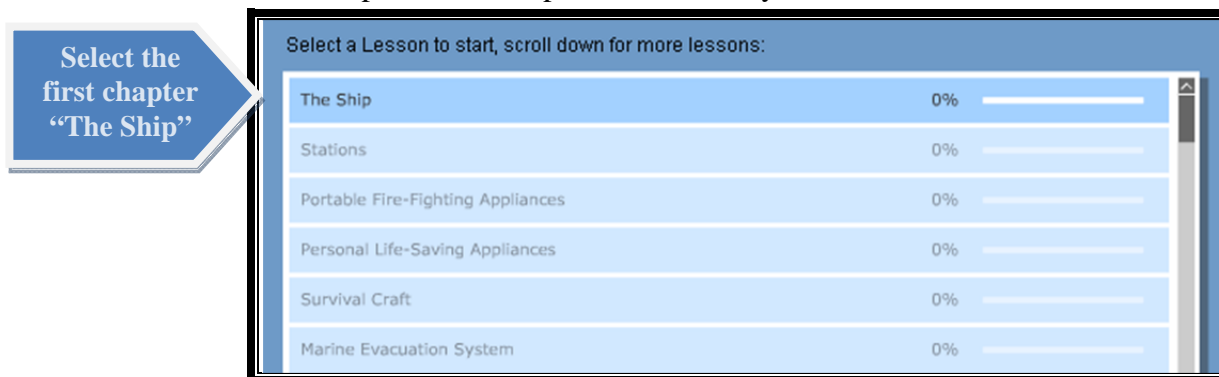
2. Takes you to the Course Selection Screen (see images below)



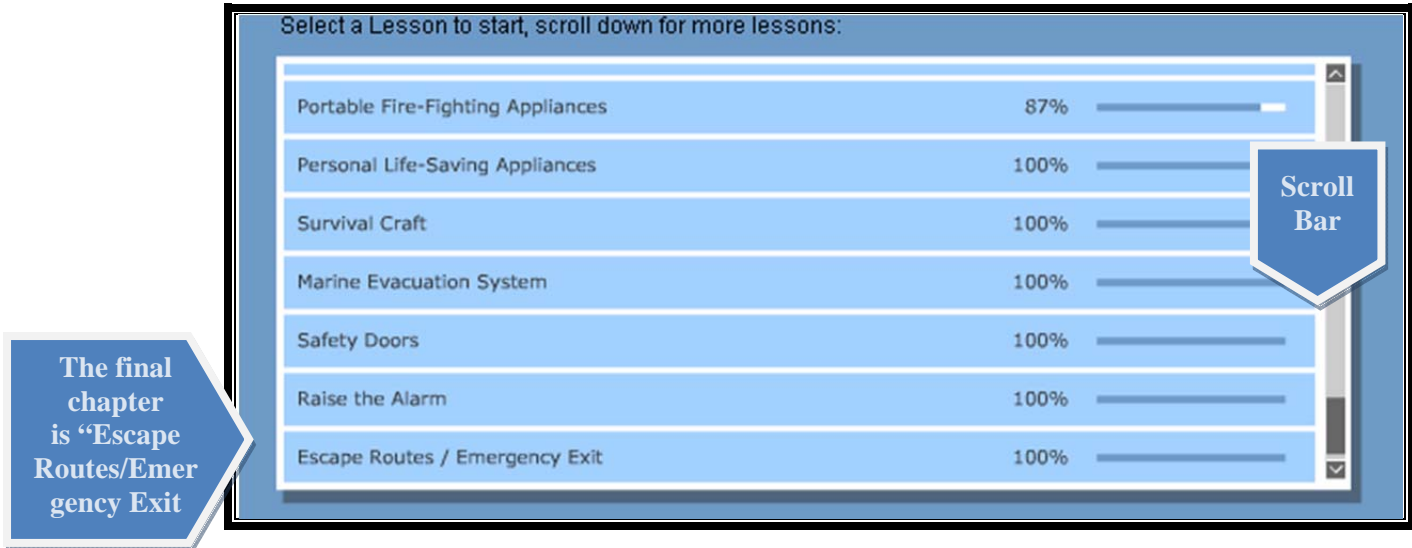
3. Select the first course “Vessel-Specific Safety Training”



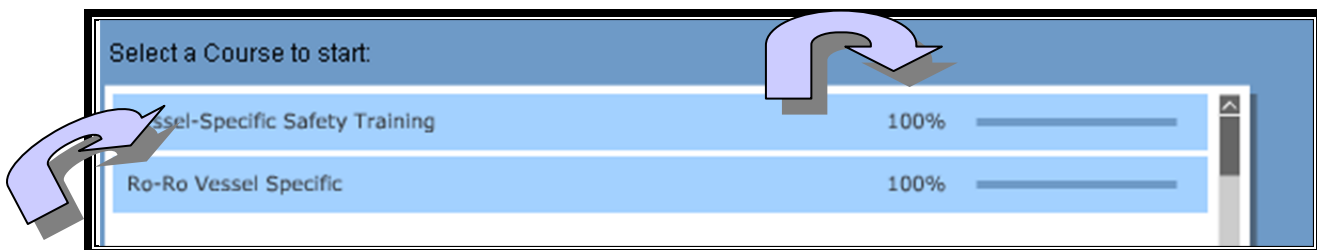
4. Select the first chapter in the course, “The Ship”
 - complete each chapter consecutively



- Note: the final chapter in the course is “Escape Routes/Emergency Exit”
(See image below)



- Use the arrow keys on the side of the chapter selection box to scroll down to the next chapters
 - Once you have completed all of the chapters in the Vessel-Specific Safety Training course, the RORO Vessel Specific Course will be accessible
5. Select the RO-RO Vessel Specific Course
 - Repeat process beginning with the chapter “Passengers with Special Needs” & ending with “Monitoring”
 6. When you have completed all of the chapters in both courses you will note that both courses are 100% completed (see image below)



7. A Certificate of Completion will be issued to you from the Training Department at KCO

VERY IMPORTANT!

- You must complete BOTH courses to receive the RORO Vessel Familiarization Certificate of Completion
- The results will be monitored by the KCO Training Department
- Certificates of Completion will be mailed to your home address unless you request otherwise
- You cannot print a Certificate of Completion from the site

AMHS Hazardous Communication Training (HCT) Program

*This is a series of booklets/quizzes/videos – see the Purser of the vessel(s) for a copy

“Basic HCT Curriculum”

1. “Safety Orientation”
2. “HCT Right to Know”
3. “Road to Safety”
4. “MSDS, Read it Before You Need It”
5. “Back Safety, Lift Well, Live Well”
6. “Slips/Trips/Falls”
7. “Asbestos Awareness-Are You At Risk”
8. “Win the Race to Safety – Personal Protective Equipment”
9. “Ergonomics, Break the RMI Habit”
10. “Carbon Monoxide Poisoning”
11. “Respiratory Protection, Another World”
12. “Beware of the Bite - Electrical Safety”
13. “Bloodborne Pathogens: Protect Yourself”
14. “Powered Hand Tool Safety”
15. “Personal Fall Protection”
16. “Confined Space Entry”
17. “Lockout/Tagout, Controlling the Beast”
18. “Hearing Protection”

❖ **Some shipboard positions will (also) require the following HCT Curriculums:**

“BioSystem PHD-6 Multi Gas Meter Qualification”

1. “Written Qualification to Operate the BioSystem PHD-6 Multi Gas Meter”

“Supervisors HCT Curriculum (Module)”

1. “Documentation of Safety Efforts”
2. “Safety & The Supervisor”

“Forklift Compliance Package HCTs Curriculum (Module)”

1. “Forklift Fundamentals”
2. “Forklift Operations”
3. “Written Qualification to Operate a Forklift”

❖ **Refer to the Minimum Qualifications (MQ's) for each shipboard position to see which HCTs are required for your position. (NOTE: MQ's posted on the AMHS Learning Portal)**

The AMHS Security Web Site

This site contains the following courses:

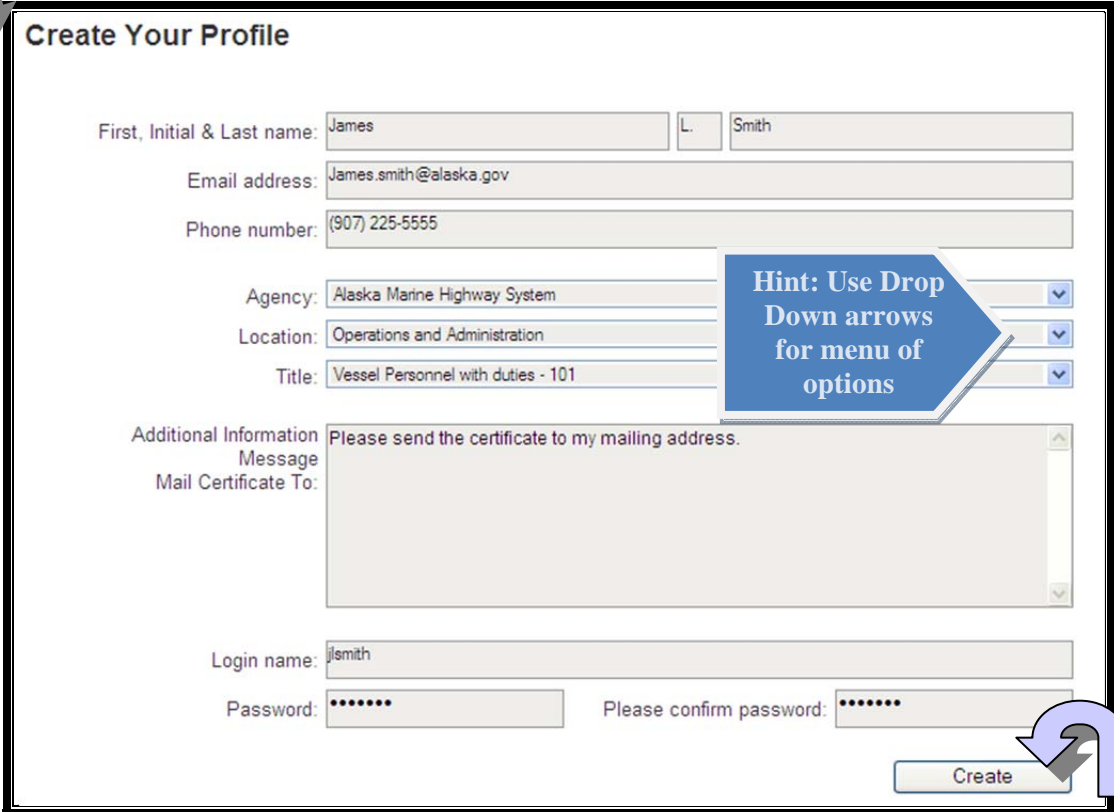
- I. Security 001 “Introduction to Maritime Security for Personnel Without Duties”
 - Course does not receive wages
 - Ok to skip and take Security 101
 - You may have already completed Security 001 at “New Hire Steward Orientation”
**Security 001 was discussed in a PowerPoint Presentation there*
- II. Security 101 “Introduction to Security for Personnel With Duties”
 - Recommended course for all vessel personnel
 - Required course for vessel personnel assigned security duties
 - Prerequisite to the 201 VSO web course
 - See the MQ for your shipboard position
 - **Receives 4 hours straight time wages**
- III. Web Security VSO 201 “Vessel Security Officer Introduction to Maritime Security”
 - Recommended course for all vessel personnel assigned security duties
 - Required course for 3rd Mate, Pursers, AB’s, & all HSC crewmembers
 - Prerequisite to the 2 day Vessel Security Officer course
 - See the MQ for your shipboard position
 - **Receives 4 hours straight time wages**
- IV. Facility Safety – “AMHS Line Handling Safety”
 - This course is designed for AMHS Terminal Employees
 - Ok for Vessel Crew to complete ~ does not receive wages or certificate

Step 1 Accessing and creating an account on the site

1. Go to <http://www.amhssecurity.com/profile.asp>
 - Note: For your convenience, the direct link to the site is also posted on the “AMHS Learning Portal” - <http://amhslearningportal.alaska.gov/>
2. Select “Create”



3. Fill in the blanks to create an account - see image below & instructions on the next page



The screenshot shows a web form titled "Create Your Profile". It contains several input fields: "First, Initial & Last name" (pre-filled with "James", "L.", "Smith"), "Email address" (pre-filled with "James.smith@alaska.gov"), "Phone number" (pre-filled with "(907) 225-5555"), "Agency" (pre-filled with "Alaska Marine Highway System"), "Location" (pre-filled with "Operations and Administration"), and "Title" (pre-filled with "Vessel Personnel with duties - 101"). There are three dropdown menus for Agency, Location, and Title. A blue arrow points to these dropdowns with the text "Hint: Use Drop Down arrows for menu of options". Below these fields is a text area for "Additional Information Message" and "Mail Certificate To:" with the text "Please send the certificate to my mailing address." At the bottom, there are fields for "Login name" (pre-filled with "jlsmith") and "Password" (masked with dots), followed by "Please confirm password:" (also masked with dots). A "Create" button is at the bottom right. A large blue arrow points from the top left to the form, and another points from the bottom right to the "Create" button.

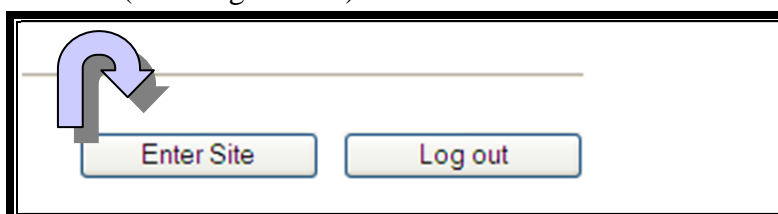
- The Login Name & Password are self-assigned

- **Login Name:** Use your first & middle initials followed by your last name (use lower case letters: **For Example** – jlsmith)
- **Password:** Type in a password of your choice - it can even be your log in name – keeps it simple! Note: the password does not expire
- **E-mail address:** The “approval to enter the security site” message will be sent to this address

4. Select “Create”

- Your account is being processed & a new box “Enter Site” appears next to the “Log out” box

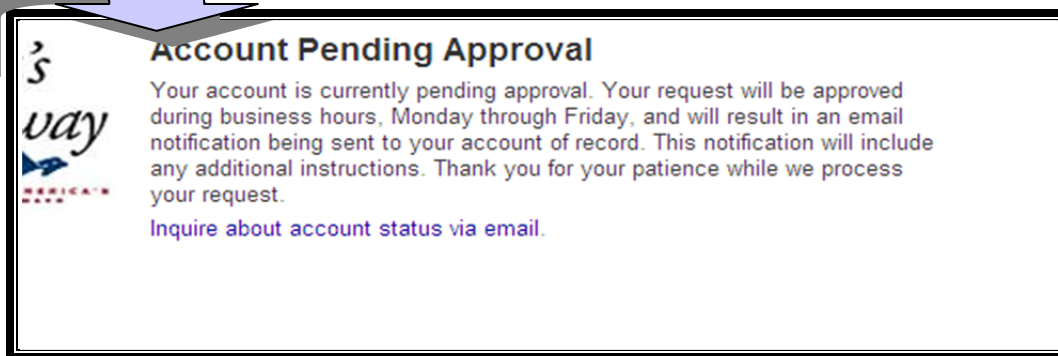
5. Select “Enter Site” (see image below)



The screenshot shows a box with two buttons: "Enter Site" and "Log out". A large blue arrow points from the top left to the "Enter Site" button.

- 1) **Account Pending Approval notice will appear ~ you may not enter this site immediately**
- 2) **There is an approval process and your profile information is automatically E-mailed to the Training Department at KCO**
- 3) When your profile is approved you will receive an e-mail confirming that your request to access the site was approved.
- 4) Your request will be approved during KCO business hours only: Mon–Fri 8am–4:30 pm. Allow at least 2 hours for the approval process during these business hours.

Note:



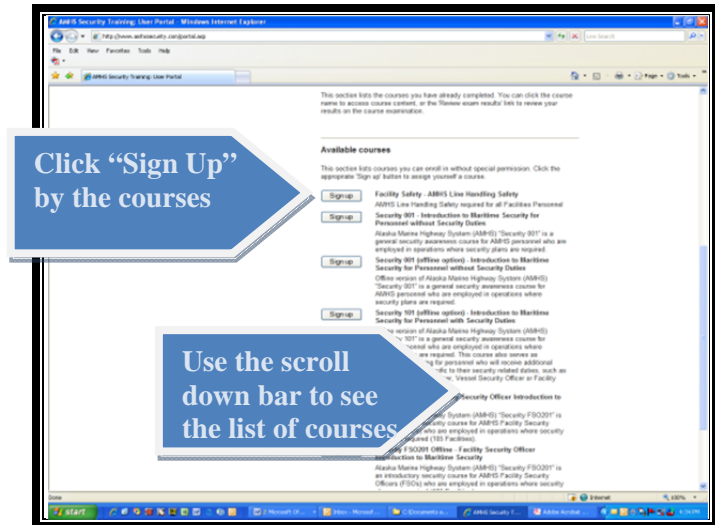
Step 2 Completing the Security Courses

1. **Once you have received your e-mail confirmation to enter the site, return to the Security Site Login Page <http://www.amhssecurity.com/profile.asp>**
2. Login to your account using your Login name and Password
3. Select "Log in"

A screenshot of a login page. At the top, it says "Use this page to access your existing account...". Below this are two input fields. The first is labeled "Login name:" and contains the text "jsmith". The second is labeled "Password:" and contains a series of dots. A blue arrow points from the "Note:" text to the "Login name:" field. Another blue arrow points from the "Password:" field to a "Log in" button located at the bottom right of the form area.

4. Select a course by
 - a. Scroll down the home page (use the scroll bar on the right hand side of the page)
 - b. Select the “Sign up” box next to the course of your choice

- **Note:** All courses have an off-line option
 - **“Off-line” means:** You can print the course material,
 - review it (approx 30 pages), and
 - log back in to take the test



Note: Some courses are for Terminal Employees ~ ok to take the course(s) ~ not required

All Courses have an “Offline Option” ~ allows you to print the course and log back in to take the exam

N/A FSO ~ wages are not authorized for Vessel Crew completing this course

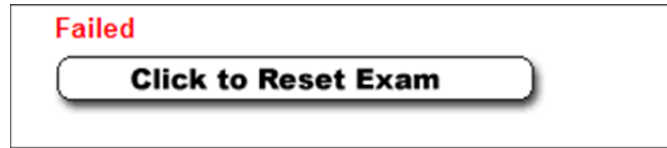
Available courses	
This section lists courses you can enroll in without special permission. Click the appropriate 'Sign up' button to assign yourself a course.	
Sign up	FACILITY SAFETY - AMHS LINE HANDLING SAFETY (rev. 11/09/09)
Sign up	FACILITY SAFETY - AMHS LINE HANDLING SAFETY (revised 11/09/09) Donna Gellings and Amy Wilson
Sign up	Security 001 - Introduction to Maritime Security for Personnel without Security Duties Alaska Marine Highway System (AMHS) "Security 001" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required.
Sign up	Security 001 (offline option) - Introduction to Maritime Security for Personnel without Security Duties Offline version of Alaska Marine Highway System (AMHS) "Security 001" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required.
Sign up	Security 101 - Introduction to Maritime Security for Personnel with Duties Alaska Marine Highway System (AMHS) "Security 101" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required. This course also serves as prerequisite training for personnel who will receive additional security training specific to their security related duties, such as Company Security Officer, Vessel Security Officer or Facility Security Officer.
Sign up	Security 101 (offline option) - Introduction to Maritime Security for Personnel with Security Duties Offline version of Alaska Marine Highway System (AMHS) "Security 101" is a general security awareness course for AMHS personnel who are employed in operations where security plans are required. This course also serves as prerequisite training for personnel who will receive additional security training specific to their security related duties, such as Company Security Officer, Vessel Security Officer or Facility Security Officer.
Sign up	Security FSO201 - Facility Security Officer Introduction to Maritime Security

5. After selecting the “Sign up” button for a course, return to top of the page (see image next below)
6. The Security Courses that you (just) selected will be listed under “**Courses**” on the top left hand of the page: (see arrows 1, 2, 3 in the image on the next page)
 - 1) Click on the title of the course (1)
 - 2) The course chapters will then appear under “Courseware Status” (2)
 - 3) Read the chapter (3)
7. Note: “(offline option)”, complete the instructions including downloading the pdf or complete the course online which includes a practice quiz at the end of each section
8. See example below: the Security VSO 201 course is selected and the “*Introduction*” chapter (left (2)) is shown (3)

The screenshot shows a web interface for the Security VSO 201 course. On the left, under the heading "Courses", there is a list of courses. A red arrow labeled "1" points to the "Security VSO201 - Vessel Security Officer Introduction to Maritime Security" course. Below this list, under the heading "Courseware status", there is a list of chapters. A blue arrow labeled "2" points to the "Introduction" chapter. On the right, the course content is displayed. A green arrow labeled "3" points to the "1.1 Course Overview" section. The course content includes a "1.1 Course Overview" section, a "1.2 Training Goals" section, and a "1.3 Instructions for Completing this Course" section. The "1.1 Course Overview" section includes a "a. Prerequisite" section and a "b. Additional Required Training for VSO" section. The "1.2 Training Goals" section includes a "NOTE: This online course, in and of itself, is not sufficient training to assume the responsibilities of VSO." The "1.3 Instructions for Completing this Course" section includes a "NOTE: This online course, in and of itself, is not sufficient training to assume the responsibilities of VSO."

9. Passing Score

- 70% or better is required to pass
- Tests may be reset if passing score not achieved
 - Review the Exam and then select “**RESET**”
 - See Screenshot below



10. Test results will be monitored by the KCO Training Department

- You cannot print a certificate of completion from the site
- Certificates of Completion will be mailed to your home address unless you request otherwise

11. Submit timesheet directly to Payroll:

DOTPF Payroll Services
Attn: AMHS Payroll Tech
PO Box 110201
Juneau, AK 99801-0201

12. **Note:** The Security 101 & VSO 201 courses each receive 4 hours straight time wages

- The Timesheet does not need an authorizing signature
- Payroll will be notified by the AMHS Training Coordinator that you successfully completed the course(s)
- Timesheets are posted on the AMHS Learning Portal

Notes:

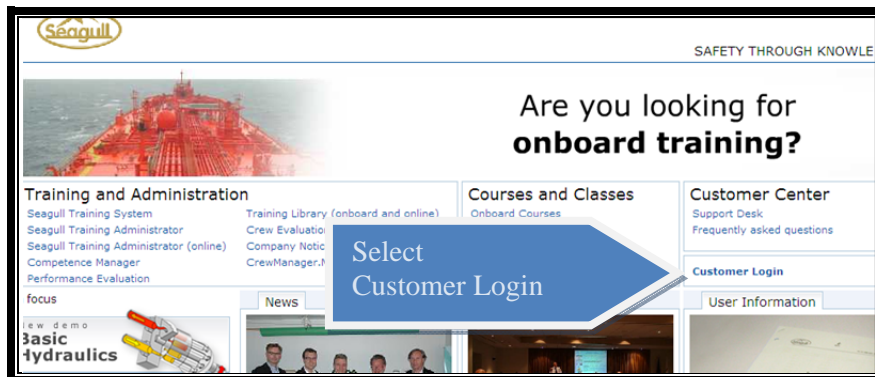
The AMHS HAZMAT Training Site

Course Overview for Vessel Personnel

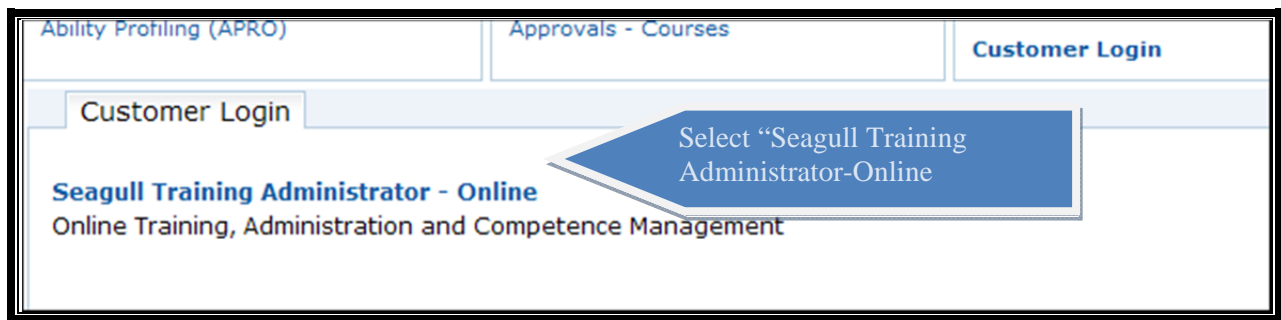
- I. **HAZMAT BASIC “IMDG Code Basic”**
 - Recommended course for all vessel personnel
 - Required course for Deck Officers, Unlicensed Deck, and Engineering Officers
 - **Receives 4 hours straight time wages if this course is required for your shipboard position**
- II. **HAZMAT Advanced “IMDG Code, Advanced”**
 - Required course for Chief Mate & Masters
 - Requires IMDG Reference Material located on the Bridge
 - **Receives 4 hours straight time wages if this course is required for your shipboard position**
- III. **Miscellaneous courses posted on the Seagull web**
 - The courses may be changed periodically
 - See the “AMHS Training Matrix” posted on the site. Select the “Learning resources” tab to access the current matrix
 - The courses do not receive wages
 - As the course matrix changes, your registered score may not be apparent. However, registered scores are kept indefinitely on the Seagull site.

Step 1 Accessing the Seagull web portal

1. Open Internet Explorer and access the Seagull home page: www.seagull.no
 - Internet Explorer is the only Internet browser which is guaranteed to display all parts of the Seagull Web portal properly
 - Note: The direct link to the site is posted on the AMHS Learning Portal for your convenience <http://amhslearningportal.alaska.gov/>
2. Select the “**Customer Login**” link on the top right hand side of page (see arrow in image below)



3. Select “**Seagull Training Administrator-Online**” link



4. Fill in the blanks:

1), 2), & 3)
~see information in
the box below ~

INSTRUCTIONS ~ filling in the blanks:

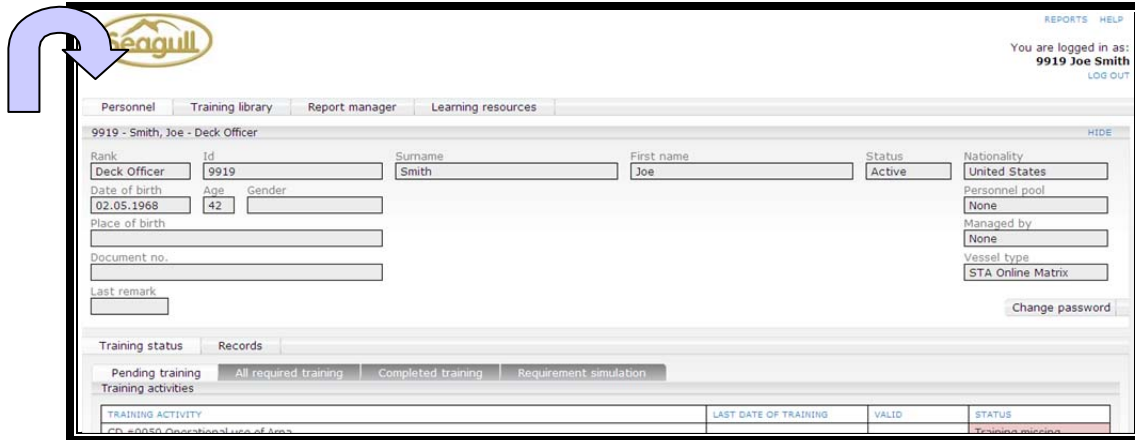
- 1) **Customer:** AMHS (not case sensitive)
 - 2) **Login:** Enter your AMHS ATLAS Employee/ID number
 - See the “**ATLAS ID List**” posted on the AMHS Learning Portal under the Topic “**HAZMAT Training**”
 - The ATLAS ID # is not your State of Alaska Employee ID# - it is the number assigned to your ATLAS Employee Profile in the AMHS Automatic Dispatch program
 - 3) **Password:** This is your date of birth written in the following format: **dd.mm.yyyy**
 - For example - if your date of birth is December 19th 1969, your password is **19.12.1969**
Note the period symbol “.” used to separate the date “.” month “.” Year
- IMPORTANT:** If your Date of Birth was not available when your name was registered in the system then “01.01.1970” was used. Try this as your password.
Contact Amy Wilson if you still cannot access it.



NOTE: You may need to install Flash Player 8 (or later) and Adobe Acrobat Reader
o See the icons on the Login page, select to install

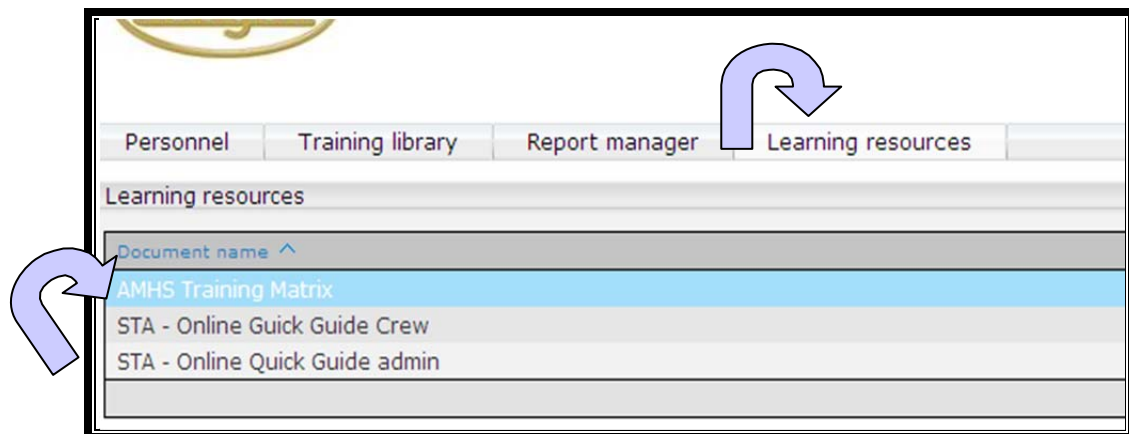
5. Select “**Login**”

6. Takes you to the “**Personnel tab**” (see image below)



The screenshot shows the 'Personnel' tab selected. The user profile for '9919 - Smith, Joe - Deck Officer' is displayed. The profile includes fields for Rank (Deck Officer), Id (9919), Surname (Smith), First name (Joe), Status (Active), Nationality (United States), Date of birth (02.05.1968), Age (42), Gender, Place of birth, Document no., and Last remark. There are also dropdown menus for Personnel pool (None), Managed by (None), and Vessel type (STA Online Matrix). A 'Change password' button is visible. Below the profile, there are tabs for 'Training status' and 'Records'. The 'Training status' tab is active, showing 'Pending training' and 'Training activities'. A table of training activities is shown with columns for 'TRAINING ACTIVITY', 'LAST DATE OF TRAINING', 'VALID', and 'STATUS'. The first row shows 'STP - STPSEA Operational use of Arpa' with a status of 'Technique missing'.

- Select the “Learning resources” tab to access Seagull’s User guide “*STA Online B – Quick guide Crew*” for a more detailed explanation of the site



The screenshot shows the 'Learning resources' tab selected. A list of documents is displayed with the following columns: 'Document name', 'AMHS Training Matrix', 'STA - Online Quick Guide Crew', and 'STA - Online Quick Guide admin'. A blue arrow points to the 'Learning resources' tab, and another blue arrow points to the 'AMHS Training Matrix' document.

Step 2: Accessing the HAZMAT Basic Course & other courses

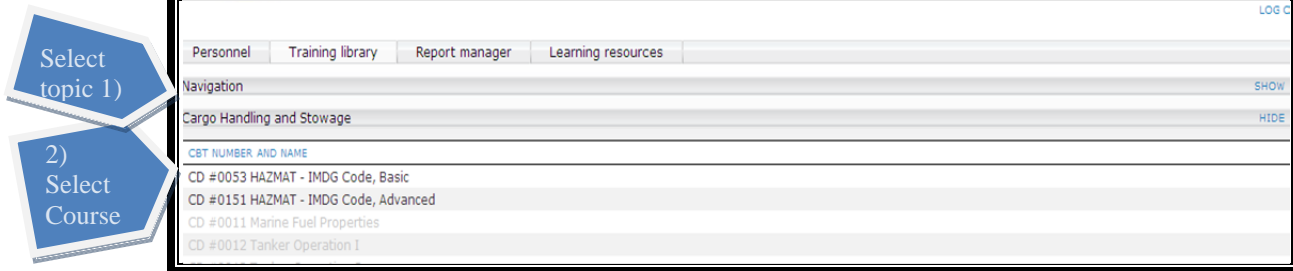
Example: Accessing the HAZMAT Basic Course

1. To select a course, from the “Personnel tab” select the “**Training library**” tab

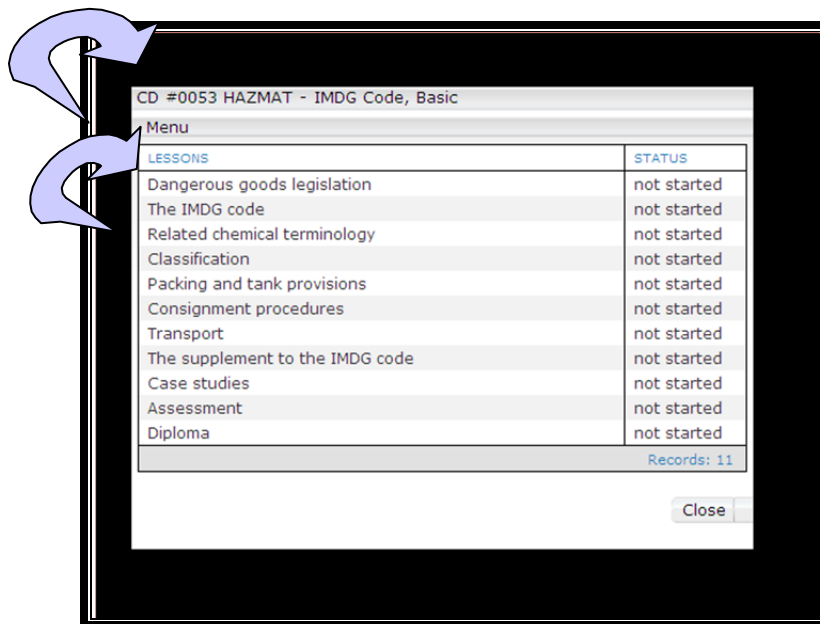


The screenshot shows the 'Training library' tab selected. A list of courses is displayed with the following columns: 'Navigation', 'Cargo Handling and Stowage', 'Controlling Operation of ship and Care for Persons Onboard', 'Marine Engineering', 'Electrical, Electronical & Control Engineering', 'Maintenance & Repair', 'Radio Communication', and 'Others'. Each course has a 'SHOW' button next to it. A blue arrow points to the 'Training library' tab.

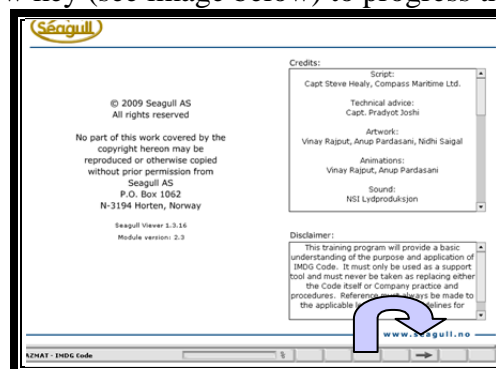
2. Select a topic to see the list of available courses. The HAZMAT Basic course is listed under the topic “**Cargo Handling and Stowage**” (see image below)



3. To complete the HAZMAT Basic course:
 - select “CD #0053 HAZMAT–IMDG Code, Basic” (see image above)
4. You are now in the HAZMAT Basic chapter selection screen (see image below)
 - Select the first chapter “Dangerous goods legislation”



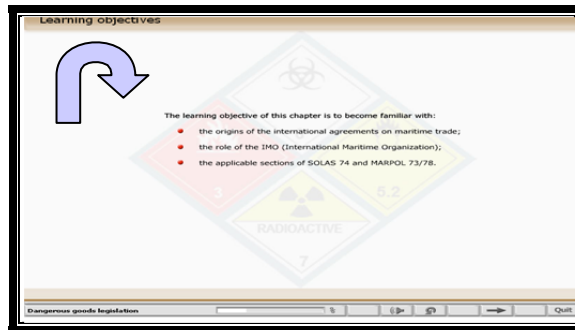
- Select the forward arrow key (see image below) to progress through the chapter(s)



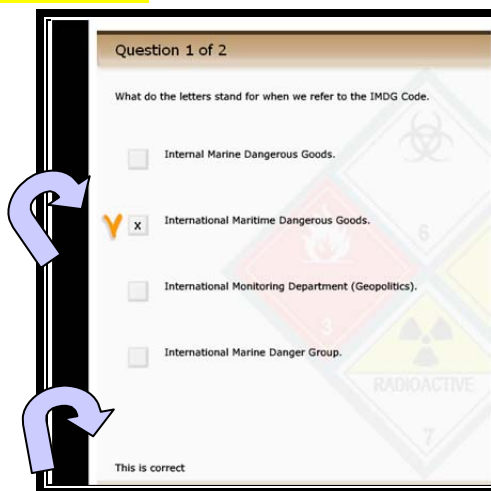
- Read through the course ~ each page has information that may be on the test

“Get Alaska Moving through service and infrastructure.”

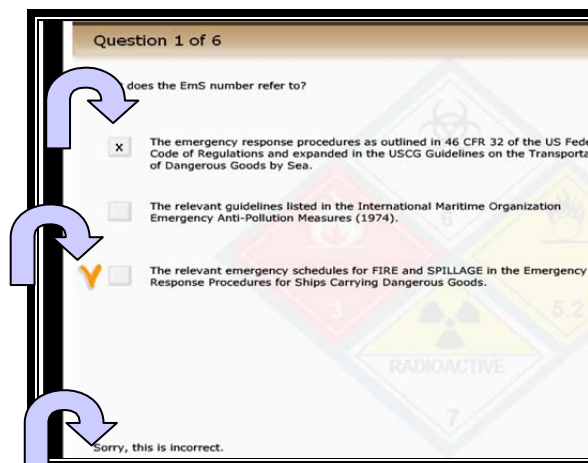
- Note options at the bottom of the screen ~ sound, refresh page, forward, & Quit (see image below)



- There is a practice test at the end of each chapter - a score is not recorded. You can run through the chapter and test as many times as you like.
- The correct answers are indicated by the “Y” symbol (see images below)
 - **Example: Correct Answer**



- **Example: Incorrect Answer**



5. After you have completed the chapters, select “Assessment” for the final exam

CD #0053 HAZMAT - IMDG Code, Basic	
Menu	
LESSONS	STATUS
Dangerous goods legislation	completed
The IMDG code	completed
Related chemical terminology	completed
Classification	completed
Packing and tank provisions	completed
Consignment procedures	completed
Transport	completed
The supplement to the IMDG code	completed
Case studies	completed
Assessment	not started
Diploma	not started

Records: 11

Close

Final Exam “Assessment” – It is very important that you register your score

- You can only register your score if you successfully pass the exam on the first try. A passing score is 75% or higher.
- If you do not receive a passing score you must discard the session and retake the exam.
- **VERY IMPORTANT! If you do not discard the session, your next try(s) with a passing score will not be recordable (see notice below) and screenshots of how to register, save for later, or cancel your session.**

Assessment

In the following pages, the Assessor will ask you some questions. They will appear in a random order. Please note that some are more important or difficult than others and may therefore have been allocated a higher individual mark. Your score will be recorded only on your first attempt.

Important ~ You must discard a score of 74% or lower !

6. After you have completed the exam, select “Close”

- **Disregard the Diploma option**; you will receive a certificate of completion from the Ketchikan Central Office (KCO) once you have registered a passing score

CD #0053 HAZMAT - IMDG Code, Basic

Menu

LESSONS	STATUS
Dangerous goods legislation	completed
The IMDG code	completed
Related chemical terminology	completed
Classification	completed
Packing and tank provisions	completed
Consignment procedures	completed
Transport	completed
The supplement to the IMDG code	completed
Case studies	completed
Assessment	completed
Diploma	not started

N/A

Close

7. You will have three options:

Case studies completed
Assessment completed
Diploma End of CBT session

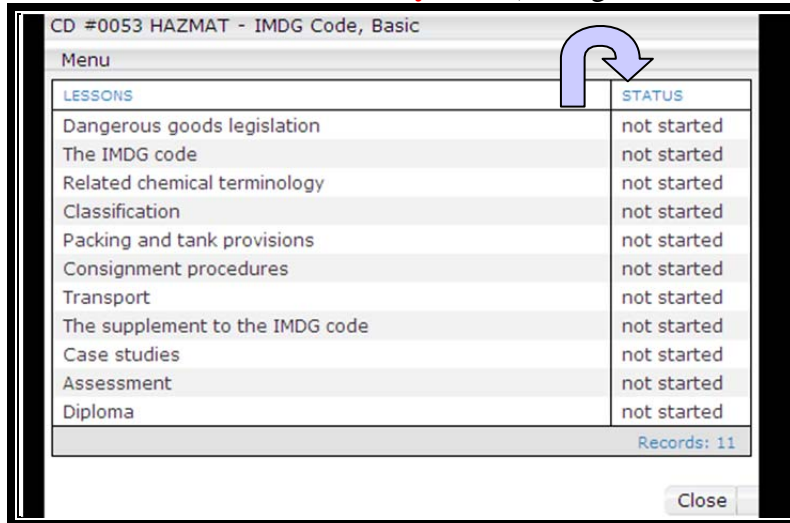
Please specify what to do with session data. You can register current result, continue this session later or cancel this session.

1, 2, or 3

Register Continue later Cancel

- 1) **Register training results** - This is only possible if your assessment score is above the minimum limit of 75%.
 - **Registered Score:** Your registered results are accessed at KCO by the Training Department
- 2) **Continue later**, which gives you the option to only complete part of the training module and continue later.
- 3) **Cancel**, which will not save any record of what you have completed of training or assessment.

- **Canceling Session:** If you did not pass the Assessment with a 75% or higher and you selected “Cancel” then all of the chapters’ “Status” will indicate “*not started*” (see image below)
- **You can retake the exam at any time:**(disregard “*not started*” status)



LESSONS	STATUS
Dangerous goods legislation	not started
The IMDG code	not started
Related chemical terminology	not started
Classification	not started
Packing and tank provisions	not started
Consignment procedures	not started
Transport	not started
The supplement to the IMDG code	not started
Case studies	not started
Assessment	not started
Diploma	not started

Records: 11

Close

- Test results will be monitored by the KCO Training Department. You cannot print a certificate of completion from the site.
- Certificates of Completion will be mailed to your home address unless you request otherwise (contact Amy Wilson amy.wilson@alaska.gov)
- If the course was required for your shipboard position, submit a timesheet directly to Payroll:

DOTPF Payroll Services
Attn: AMHS Payroll Tech
PO Box 110201
Juneau, AK 99801-0201

- The Timesheet does not need an authorizing signature
 - Timesheets are posted on the AMHS Learning Portal
 - Payroll will be notified by the AMHS Training Coordinator that you successfully completed the course(s)
- Once you’ve registered your score you will see that the course status is now “ok” (See image on next page)
 - See also instructions posted under the “Learning resources” tab
 - The “Completed Training” tab will only show courses completed that are listed on the AMHS Training Matrix posted on the Learning resources tab.
 - The recommended courses may be changed at intervals of not less than six months.
 - *NOTE: The HAZMAT courses & courses required by Terminal Personnel will be continuously posted on the site.*

Personnel Training library Report manager Learning resources

9919 - Jane Smith – Deck Officer

Deck Officer 0010

Date of birth 15.02.1974

Place of birth

Document no.

Last remark

Surname Smith

First name Jane

Status Active

Nationality United States

Personnel pool None

Managed by None

Vessel type STA Online Matrix

Change password

Training status Records

Pending training All required training Completed training Requirement simulation

Training activities

TRAINING ACTIVITY	LAST DATE OF TRAINING	VALID	STATUS
CD #0053 HAZMAT - IMDG Code, Basic	25.07.2007	25.07.2010	Ok
CD #0073 Crisis Management	25.07.2007	25.07.2010	Ok
CD #0082 Crowd Management	26.07.2007	26.07.2010	Ok

Records: 3

Notes:

State of Alaska (SOA) WebMail Accounts Including Online Pay Stubs

Email: amhs.soa.accounts@alaska.gov

Voice Mail: 907-228-6826

Key Points

WebMail address

- ✚ Every State of Alaska employee is assigned a webmail address which is automatically generated through the Payroll/Tech Services.
- ✚ Webmail addresses are in the following format:
 - first.last@alaska.gov – ie: james.smith@alaska.gov
- ✚ This is the preferred e-mail contact for correspondence between all shore side and vessel employees - it is standardized and everyone has access to it.
- ✚ New Employees will not have a webmail account until approximately one week after their first Payroll check cycles through.

User Name/ID & Password

- ✚ The User Name/ID is additionally assigned through Payroll/Tech Services
 - ❖ **NOTE: The User Name/ID never changes BUT your password expires every 90 days.**
- ✚ The User Name/ID is automatically assigned to you
 - Typically, it is your first and middle initials followed by your last name
 - ie: James L. Smith ~ User Name/ID is: jlsmith
- ✚ Passwords expire every ninety (90) days
 - You can reset your password from your webmail account
 - You will receive an automatic e-mail message (to your SOA Webmail Account) that your password will expire soon
 - To keep your account current, change your password in your webmail
- ✚ It is your responsibility to maintain your Password once it has been set.
- ✚ To keep your account current, it is highly recommended that you access your webmail frequently and reset your password in your webmail account.
- ✚ The User Name/ID and Password are used to access your online (direct deposit) paystubs, the Division of Personnel (DOP) “Train Alaska” courses (i.e. Academy for Supervisors, A Respectful Workplace), & other DOP classes. They are also used to access other miscellaneous SOA sites such as the AMHS Visual Standards Guide, TEARS Timesheets, as well as your webmail.

Step 1: Access your assigned SOA User ID & Password

1. Send an email requesting your 1) User ID, 2) Password, and 3) e-mail address to the AMHS Password Reset Desk at amhs.soa.accounts@alaska.gov
 2. In your email include your full name (including your middle initial), contact phone number, and e-mail address. Additionally include your Mariner's number or Reference number notated on your Merchant Marine Document/Credential (MMD or MMC). Do Not send your Social Security number.
 3. Email requests will be processed before voice mail requests on Mon, Wed, and Fri between 3:00 pm & 4:30 pm (*in the order they were received*).
-
1. If email is currently not available to you, leave a message on the KCO SOA Password Voice Mail account (907) 228-6826.
 2. In your voice mail message include your full name (including your middle initial), and contact phone number. Additionally, include your Mariner's number or Reference number notated on your Merchant Marine Document/Credential (MMD or MMC).
 3. The voice mail requests will be processed secondary to the email requests on Mon, Wed and Fri between 3:00 pm & 4:30 pm in the order they were received. Your call will be returned with the requested User Name/ID and Password information.

Notes:

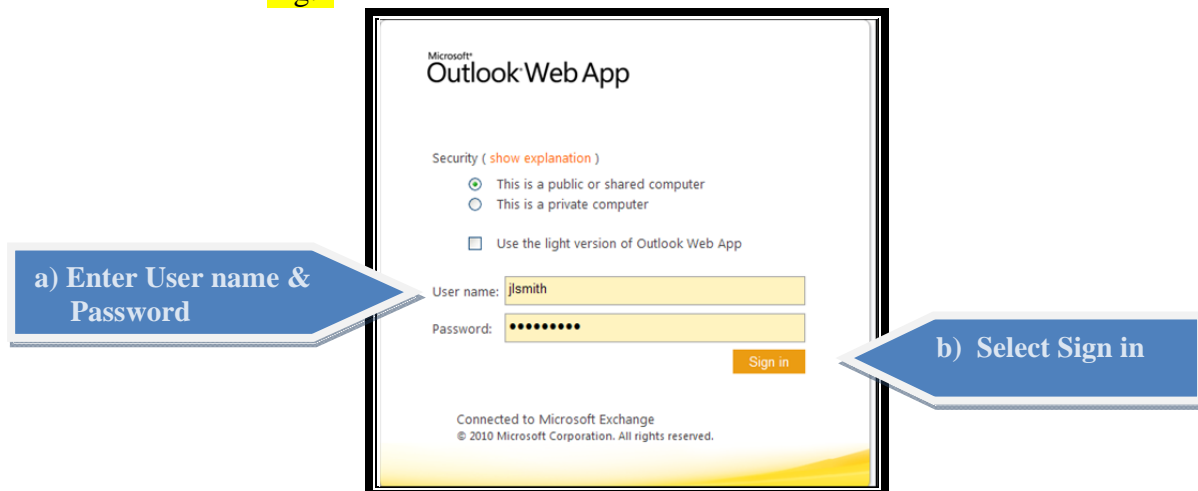
Step 2: Login to your account

1. Go to <https://webmail.alaska.gov/owa> or select the link posted on the “go-to” Training website “The AMHS Learning Portal” <http://amhslearningportal.alaska.gov/>

✚ **Note:** Go to the State eMail FAQs (Frequently Asked Questions) for more information <http://doa.alaska.gov/ets/messaging/eMailFAQ.html>

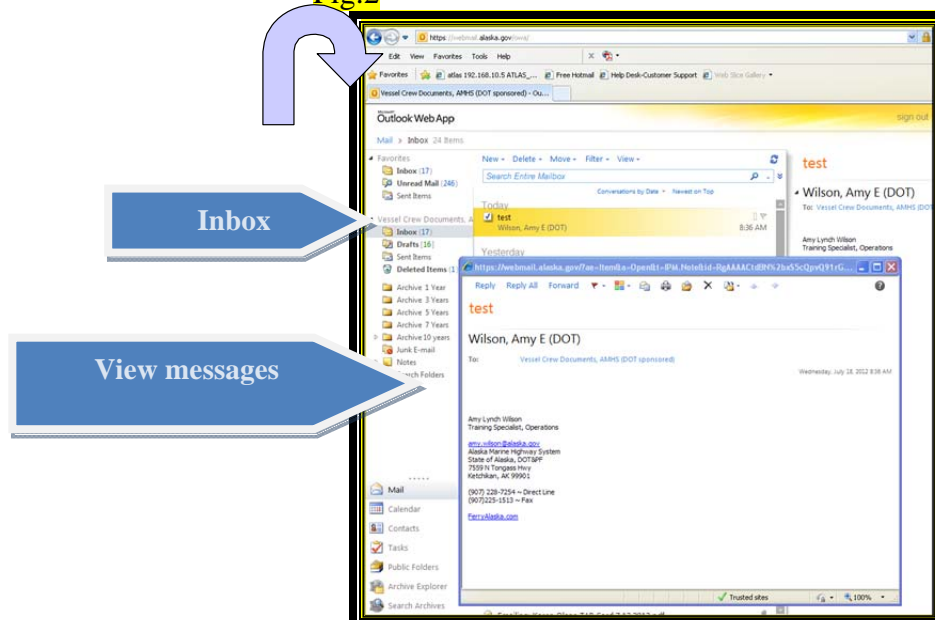
2. Takes you to the Sign in “Outlook Web App” screen (see Fig.1)
 - a. Enter your User Name & Password
 - b. Select Sign in

Fig.1



3. View your new messages (see Fig. 2)
 - Note: You can create new folders to file your messages in
 - And you can look up other State Employees' email addresses from here

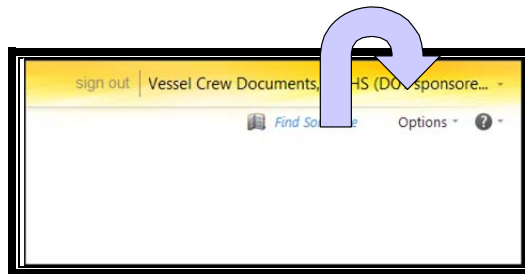
Fig.2



Step 3: Create & Establish Your Own Password

1. To establish your own Password &/or renew a password that has expired

- 1) Select Options on the right hand upper tab



- 2) Box with appears
- 3) Select “Change Password”

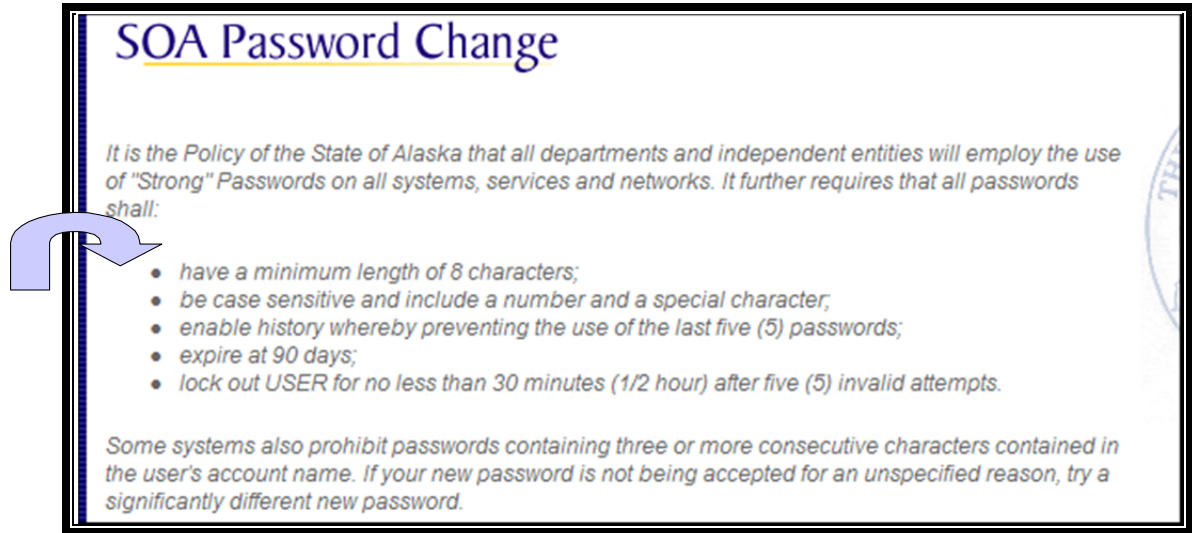


- 4) Change Password box appears

A screenshot of the 'Change Password' form. The form has a title 'Change Password' and instructions: 'Enter your current password, type a new password, and then type it again to confirm it.' and 'After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.' Below the instructions, there are three input fields: 'Domain\user name: SOA\dot.amhs.crew.docs', 'Current password:', 'New password:', and 'Confirm new password:'. At the bottom right, there is a green checkmark and a 'Save' button.

- 5) Fill in the blanks:
 - In the “Current password” box enter the password that you received from the AMHS “Password Reset Desk”
 - Type in a password that only you know in the “New password” box
 - Type it again in the “Confirm new password” box
 - See screenshot on the next page for more information about the passwords

PASSWORDS:



SOA Password Change

It is the Policy of the State of Alaska that all departments and independent entities will employ the use of "Strong" Passwords on all systems, services and networks. It further requires that all passwords shall:

- have a minimum length of 8 characters;
- be case sensitive and include a number and a special character;
- enable history whereby preventing the use of the last five (5) passwords;
- expire at 90 days;
- lock out USER for no less than 30 minutes (1/2 hour) after five (5) invalid attempts.

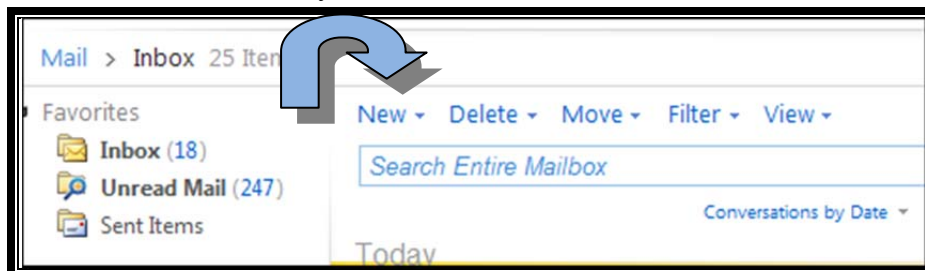
Some systems also prohibit passwords containing three or more consecutive characters contained in the user's account name. If your new password is not being accepted for an unspecified reason, try a significantly different new password.

Key Points:

- ✚ You must maintain your Password ~ For security purposes, it will expire every 90 days (*you don't have to wait for the 90 days to expire ~ you can change it at any time*)
- ✚ You will receive an e-mail reminding you that your Password is about to expire approximately two weeks prior to its expiration
- ✚ Passwords must be at least eight characters in length and contain three types of characters - i.e. upper case letters, lower case letters, numbers, &/or symbols ~ You can use the same Password, just change one or more of the characters in your Password ~ For example, use the name of your dog...Rascal.1 , Rascal.2, Rascal.3, etc....**Your Password should remain confidential**

Step 4: Sending a message to a State Employee; i.e. how to look up an email address...*additionally, select the "Help" icon for more information on using Outlook Web Access...*

1. To create a new message return to your Inbox
2. Select the down arrow by the "New" icon



3. A list of options appears
4. Select "Message"
5. New message window appears

6. To find a State Employee, click on “To” or “Cc” for a directory of State webmail addresses
- You can search by Title, First Name, Last Name, etc.
 - You do not have to type in the whole name to get a list of names
 - ie: “jan” will take you to Captain David Jancauskas
 - Title searches may include “amhs dispatch” for a list of Dispatchers: “Steward” for a list of all Stewards and Chief Steward: or “Purser” for a list of all Pursers

The screenshot shows the 'Address Book -- Webpage Dialog' window. A search bar at the top contains the text 'purser'. Below the search bar, a list of contacts is displayed, with 'Purser, Aurora (DOT sponsored)' highlighted. To the right of the list, a detailed view of the selected contact is shown, including contact information (E-mail, Office, Phone, Fax), job title (Purser), department (Transportation & Public Facilities), and company (SFO-AMHS V). At the bottom of the window, the 'Message recipients' section is visible, with the 'To' field populated with 'Purser, Aurora (DOT sponsored)'. Four blue callout boxes with white text provide numbered instructions: 1) Type in a title or name to see directory; 2) Then, select the contact (highlighted); 3) Click on “To” under “Message” recipients:” to bring the contact to the “To”, “Cc” & “Bcc” fields.; 4) Select “OK” once you have selected your message recipients.

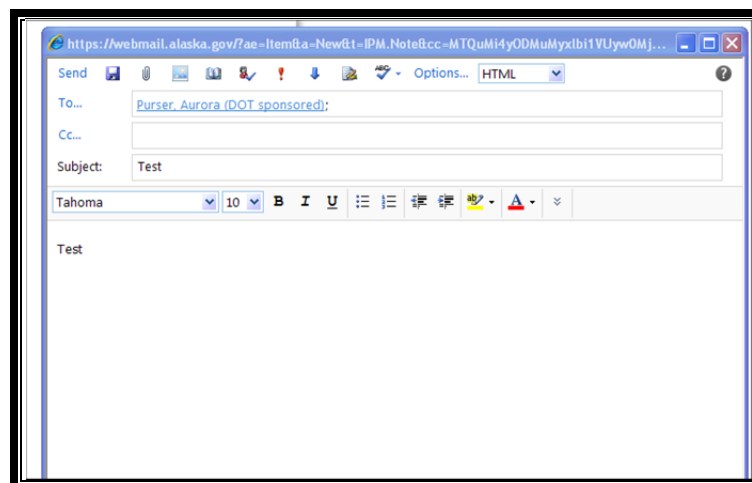
1) Type in a title or name to see directory

2) Then, select the contact (highlighted)

3) Click on “To” under “Message” recipients:” to bring the contact to the “To”, “Cc” & “Bcc” fields.

4) Select “OK” once you have selected your message recipients.

7. Now your message is addressed and ready to send



Pay Stub Information for Direct Deposit

Step 1: View Your Online Paystub

1. Access your online paystub through the “Employee Documents Online” homepage <http://dof.doa.alaska.gov/empldocs/index.jsp> or select the link posted on the “go-to” Training website “The AMHS Learning Portal” <http://amhslearningportal.alaska.gov/>
2. Select “Login to View Your Online Paystub”



3. Enter your User Name/ID and SOA Password (see pages 30-31 for information on how to obtain your User Name/ID and SOA Password)
4. Select “Login”

A screenshot of the login form. It has two input fields: "User ID:" with the text "jlsmith" and "SOA Password:" with masked characters. A blue arrow points to the "SOA Password" field. Below the fields are two buttons: a blue arrow-shaped button labeled "Select" and a button labeled "Login". A link "SOA Password Change" is also visible. A purple arrow points to the "SOA Password Change" link.

5. Select “List My Paystubs”
 - Your password expiration date is notated
 - You can change your password in your webmail or on the Online Paystub home page (see image above)

